

S.O.P.

(Stand Operating Procedure)

To provide, secure, and insure Therapeutic Massage Operation are safe and complied with Government regulations.

General:

- ALL MANAGEMENT, EMPLOYEES, AND CONTRACTORS MUST SIGN-IN VIA DAILY INTERNAL SIGN-IN SHEET.

- ALL MANAGEMENT, EMPLOYEES, AND CONTRACTORS MUST WEAR A FACE MASK AND FACE SHIELD PRACTICING, OR WHEN CUSTOMER/CUSTOMERS IS/ARE WITHIN THE FACILITY.

- ALL STATIONS ARE TO BE COMPLETELY CLEANED AND SANITIZED AFTER EVERY USE. RESTROOM INCLUDED.

- WE RESERVED THE RIGHTS TO REFUSE SERVICES TO ANY CUSTOMERS THAT PRESENT DIFFICULTIES, OR REFUSE TO CO-OPERATE WITH ESTABLISHMENT S.O.P. AND SANITIZATION.

- ANY VIOLATION PLEASE CONTACT MANAGEMENT IMMEDIATELY OR TO REPORT VIOLATION CALL PANDEMIC HOTLINE 311 OPTION 4.

- If anyone is experiencing, or have experienced in the past 14 days, fever, cough or shortness of breath; Traveled to an area that is under a level 2, 3, or 4 travel advisory by the U.S. State Department; Had closed contact with an individual infected with COVID-19 within the last 14 days. Please DO NOT ENTER THE FACILITY AND SEEK IMMEDIATE MEDICAL ASSISTANCE. Please also inform the management over the phone, we will provide you a Certification of Verification of Employment for Pandemic Unemployment Assistance.

1) RESERVATION:

a) WALK-IN customers are prohibited.

b) Masseur must report all potential reservation (time, name, contact number) to the management prior. The management/Receptionist will arrange and contact the customers for appointments.

c) Only the management or receptionist is in-charge of receiving customers. Please make sure all customer calls (671) 727-7685 upon arrival.

d) All customers must stay in his/her car until he/she is notified to approach the entrance. Or someone will go outside to provide guidance and entry instructions.

2) SANITATION UPON ARRIVAL:

a) All customers temperature will be taken and sanitation precaution will be enforced (such as disinfectant, disinfecting alcohol, or UV+ Alcohol sprayer).

b) All customers are required to sign in his/her name, contact number or e-mail.

c) Assigned or Designated masseuse is liable to confirm the schedule time. Fill in customers' time-in, time-out, masseuse name, and service room number.

3) SERVICING:

a) All employees and contractors are to coordinate with each other to assure 6ft social distancing between individuals and clients within the facility. Arrange entry and exit orders.

- b) All employees and contractors are to wear a face mask and face shield at all time when servicing a customers.
- c) All employees and contractors are to insure the customers that they are wearing standard face mask at all time.
- d) At anytime, if a facility or another room or restroom is utilized that was not the original designed rooms. That room must be clean and sanitized prior and after every usage.

CONTACT INFORMATION:

SULI LI TAISACAN

Owner & Operating Partner

TEL: (671) 727-7685

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PANDEMIC HOTLINE

TEL: 311

OPTION 4